

3004 - CITY SURVEYOR

NATURE OF WORK

Highly responsible administrative, technical, and supervisory engineering work.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Certifies survey work of the City.

Plans, assigns, and supervises the work of technical or professional assistants in the surveying section in such duties as: planning and executing difficult land or engineering surveys, preparation of reports and survey data for the public; preparation of record plats, tax maps, and City atlases.

Confers with professional engineers and local or state government officials in matters of property acquisition, dedication, and condemnation proceedings.

Reviews instruments of conveyance, of title to land.

Supervises search of public records for names and addresses of owners.

Analyzes maps, plats, sketches, abstracts of title, legal descriptions, property appraisals, and tax assessments to assist the City Attorney in property matters.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of land and hydrographic survey methods and procedures.

Extensive knowledge of construction project line and grade and layout work.

Thorough knowledge of general civil and architectural practices.

Considerable knowledge of fundamental statistics.

Considerable knowledge of the sources and the public recording of real estate information.

Ability to instruct and direct technical personnel in a variety of surveying, inspecting, or other engineering tasks.

Ability to comprehend engineering construction plans for roadways and other works in order to determine rights-of-way, acquisition of land for public use, and eminent domain proceedings.

Ability to review and recommend appraisals based on currently accepted evaluation standards and practices.

Ability to plan, supervise, and direct the activities of a technical staff.

Ability to establish and maintain effective public relations with professional engineers, government officials, business representatives, the general public and employees of the City.

Ability to prepare and present comprehensive oral and written reports.

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MINIMUM REQUIREMENTS

Must be a Registered Land Surveyor in the State of Florida. Two (2) years full-time experience in a field crew management capacity. Possess a current valid Florida driver's license, and maintain without any restrictions affecting job performance. Obtain and maintain certifications as required by Florida law.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with wide latitude for the use of independent judgment in the selection of work methods and procedures, and is subject to review for achieving departmental standards and objectives.

SUPERVISION EXERCISED

Plans, assigns, and directs the work of technical, professional, and other personnel of the Survey Section.

Rev. 12/95 (minimum req.)